

SECRET

4 August 1961

25X1A

MEMORANDUM FOR : [REDACTED]

SUBJECT : Report of Cable Secretariat Operations
from 1 - 31 July 1961

1. Cables Processed

a. The Cable Secretariat reproduced and disseminated 13,753 IN cables, 5,160 OUT cables, 1,213 TD's and 797 miscellaneous items for a total of 20,923 work items during July 1961. This represents an increase of 1,123 or 6% more than the 1960 monthly average of 19,800.

b. Cables increased 1,133 or 6% over the 1960 monthly average of 17,780 cables. July 1961 total is 2,843 or 13% less cables than June 1961 and 1,796 or 10% more cables than July 1960.

c. TD's increased 48 or 4% over the 1960 monthly average of 1,165 TD's.

d. We processed an average of 870 cables Monday through Friday, 516 on Saturday and 176 on Sunday.

e. 1,683 cables or 9% of all cables processed were furnished to the Director as compared to 1,706 or 8% for June 1961.

f. Non-CIA cables totaled 15,304, an increase of 2,304 cables or 18% higher than the 13,000 monthly average for 1960. A record number of S/S cables, (2,519) were handled during the month. This is almost double the volume of any previous month in 1961 and is the second highest volume ever received. 37,435 copies were distributed to DDP components while 19,145 copies were distributed to OCI components.

g. The combined work units of CIA and non-CIA Cable Secretariat including miscellaneous and service requests totaled 37,010 items.

2. Personnel

We are operating 2 persons short of our assigned strength of [REDACTED] We have no problem staffing our office at the moment.

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3. General

In July 1961 the Non-CIA Cable Branch started a new procedure for handling S/S cables. The OCI and DDP distribution now appears on a single file copy.

**By this and other means, we have reduced the work on the part of the
OCI Registry by an average of 69 man hours per month.**

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Cable Secretary